

**DEVELOP & ENHANCE YOUR  
COMMUNICATION SKILLS!**

**SUCCESSFUL**

## **BUSINESS COMMUNICATION**

**Date & Duration:**

August 25–October 6, 2014  
(Monday to Thursday)

**Timings:**

6:30 pm to 8:30 pm

**Venue:**

IBA City Campus, Garden/Kayani  
Shaheed Rd, Karachi

Business Communication Course is for executives working in today's highly competitive environment, or students aspiring to get into prestigious business houses. Improving your business communication skills will help you to improve your & your team's performance, dealing with clients, organizing and expressing ideas in writing, turning conflict situations into agreeable outcomes, and increase the level of confidence.

### ENHANCE YOUR:

- ♦ Interviewing Skills
- ♦ Negotiation Skills
- ♦ Presentation Skills
- ♦ Handling Meeting
- ♦ Letter Writing
- ♦ Emails
- ♦ Memos
- ♦ CVs & Cover Letter
- ♦ Report Writing
- ♦ Minutes & Agenda of Meeting



*"Don't communicate to be understood; rather, communicate so as not to be misunderstood."*

Dr. John Lund

### For queries & information:

**Sumera Muhammad**

Manager, Skills Development Program  
Center for Executive Education

**Ph.:** 021-38104700-01 Ext: 1801; 1541

**Fax:** 021-38103008

**Email:** [BE&SDP@iba.edu.pk](mailto:BE&SDP@iba.edu.pk); [smuhammad@iba.edu.pk](mailto:smuhammad@iba.edu.pk)

**Website:** <http://cee.iba.edu.pk/BEnSDP.shtml>

**Join us:** <https://www.facebook.com/IbaBusinessenglish>

### **COURSE FEE**

**PKR 20,000/-**

*(Inclusive of certificates and course manual)*

Registration form and Fee Voucher are available at our website:

<http://cee.iba.edu.pk/BEnSDP.shtml>

Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006.

No fee will be accepted in cash/cheque at our office.